

MINUTES
(Unofficial until approved)
Court Facilities Improvement Advisory Committee
Ramada Hotel, Bismarck
January 31, 2014

Members Present: Sally Holewa, State Court Administrator and Committee Chair; Randi Suckut, Wells County Commissioner, representing counties with populations under 7,500; William E. Kretschmar, State Representative; and Charles DeMakis, State Bar Association representative.

Members Absent: Commissioner Jerome Gruenberg

Chair Holewa called the meeting to order at 10:00 a.m. for purposes of reviewing the **tenth round** of requests for court facilities improvement and maintenance grants.

Preliminary Matters

Chair Holewa reviewed the Committee's Rules of Operation and Procedure. She emphasized that projects for which funds can be awarded must be for necessary improvements or essential to remodel or maintain the court facility. She noted that there were significantly more grant funds requested in the applications than there is available in the fund, which will require close review of the various projects. She suggested the Committee should review the three large grant requests (McKenzie, Griggs, and Richland) and then consider the remaining applications.

County Presentations

McKenzie County Application. Chair Holewa welcomed Ron Anderson, Chair, McKenzie County Board of Commissioners; Judge Robin Schmidt; Jake Rodenbiker, McKenzie County State's Attorney; and David Munns, Architect for the McKenzie County Courthouse remodeling project, for comments regarding the remodeling project.

Commissioner Anderson reviewed the growth in the area resulting from oil exploration and the impact on the community. He underscored the need to expand the courthouse to respond to increased court activity. In response to a question from Commissioner Suckut, he said the courthouse has been in place since the 1960's and has been added onto several times.

Judge Schmidt emphasized that remodeling of the clerk of court area is critical to enable the office and staff to respond to the increasing court traffic. She said two clerk staff have recently been added and there may be a need for more staff in the near future. She noted that case activity is increasing at a rate of about forty-five cases per week.

Commissioner Anderson explained that the current courthouse environment is very

congested, with hallways constantly packed on court days.

Mr. Rodenbiker agreed court traffic has increased dramatically, significantly affecting the court's calendar and posing obstacles to simply finding space to conduct hearings.

Mr. Munns then reviewed the architect's rendering of the remodeling project and related cost estimates. In response to a question from Chair Holewa regarding security considerations, he said a key card access system is contemplated for the court areas. He said a separate hallway for court personnel and others would be provided so that personnel and others can enter and leave the courtroom and jury room without passing through public space.

Committee members then reviewed specific elements of the "4000" sections and the "FF&E Budget" in the Spreadsheet Report included in the application.

In response to a question from Commissioner Suckut, Commissioner Anderson said oil impact funds are not available for courthouse renovations. In response to a further question from Commissioner Suckut, he said it is questionable whether the county could proceed with the project without a grant award.

Griggs County Application. Chair Holewa next welcomed Kelly Vincent, Griggs County Clerk of District Court, and Robert Hook, Griggs County Sheriff, for comments regarding the County's application.

Ms. Vincent explained the various elements of the application, which is seeking grant funds for a major courthouse construction project, in addition to furniture, a printer, a DVD player, metal detector, and a phone and Wi-Fi system. She noted the present deficiencies in the courthouse space.

Sheriff Hook said the project contemplates a new facility with new courtroom space in the center, with several security doors operated by the sheriff's office. He said the design would ensure separation between court personnel and members of the public during court activity.

Charles DeMakis noted the several pages in the application that appear to describe significant construction elements. He explained that the Committee is not able to grant funds for the construction of buildings.

Committee members discussed the various components of the project with particular attention to those related to new construction and those components that relate to interior furnishings and finishes of the new facility. Ms. Vincent and Sheriff Hook were asked to provide revised cost estimates related only to the interior furnishings and finishes identified in the project application and eliminating any costs related to construction.

Richland County Application. The Advisory Committee next received comments regarding the Richland County application, which requests grant funds for the construction of an addition to

connect the courthouse to the law enforcement center, both of which house a courtroom. The addition would be used, in part, for escorting prisoners.

Chair Holewa welcomed Judge Brad Cruff for comments regarding the project. He said the project is mainly directed at security issues. He said there is no law enforcement presence in the courthouse proper and there are three doors for access to the courthouse. He said all law enforcement personnel are located in the law enforcement center.

In response to a question from Chair Holewa, Judge Cruff said he and court staff must walk across the alleyway between the two buildings when a matter is heard in the law enforcement center courtroom. He said the courtroom is on the upper level of the law enforcement center. In response to a further question, he said the new entry from the proposed addition would not be adjacent to the courtroom.

Following the county presentations, Chair Holewa thanked all those in attendance for providing information regarding the various applications.

The Advisory Committee then turned to a review of 10th Round grant applications. Committee members discussed how best to review the applications in light of the substantial amount of grant requests compared to available funds.

Staff noted that in an earlier round, when there was a similar situation, the Committee had initially set aside applications from counties that had received grants in the previous round and then returned to the applications if funds were available after consideration of other grants. He said if that approach were followed, grants from the following "under 7,500" counties would be initially considered: Adams, Benson, Billings, Grant, McIntosh, McKenzie, and Renville. Counties 7,500 and over to be initially considered would be: Barnes, McLean, Morton, Mountrail, Richland, Traill, and Walsh.

Sally Holewa suggested a focus on those project elements that would be considered necessary or essential, rather than elements that would be generally beneficial, but may not be necessary in light of limited funds. There was general agreement that items that likely would be considered if adequate funds were available probably cannot be considered during this round.

Committee members agreed to initially review applications from counties that did not receive awards in the 10th Round.

Adams County

Project: Light fixtures for clerk's office and file storage vault; assisted hearing system for courtroom; table (clerk's office), security camera system. Grant request: \$19,709.70.

Staff explained that security system includes an exterior camera on the courthouse, exterior

camera (corner of sheriff's office), interior camera for 1st floor lobby area [no court-related space], interior camera for 2nd floor lobby area [clerk's office is small portion of 2nd floor. It was noted that cameras related to court space comprised about 62.5% of the project estimate.

The project request was modified to relate to light fixtures for clerk's office and file storage vault; the assisted hearing system for courtroom; the table (clerk's office), the portion of the security camera system related directly to court space. Staff said the modified project cost would be \$18,461.41, with a possible award amount of \$13,846.05.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$13,846.05.

Benson County

Project: Carpet (clerk's office), refinish courtroom floor. Grant request: \$3,510.44.

Consideration was deferred pending review of other applications.

Billings County

Project: Replace courtroom sound system for compatibility with digital recording. Grant request: \$12,653.25.

Sally Holewa noted that the project is fairly important to ensure that there is compatibility with the new recording system.

It was moved by Charles DeMakis, seconded by Commissioner Suckut, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$12,653.25.

Grant County

Project: Polycom/ITV system. Grant request: \$10,912.50.

Sally Holewa noted that standard practice has been that if funds are awarded for ITV systems, the award is subject to approval of the court administrator for the unit in which the county is located.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary

improvement to the facility; and the amount of the award is \$10,912.50, with the project subject to court administrator approval.

McIntosh County

Project: Repair beam/tile in courtroom; painting (clerk and court recorder areas, judge's chamber); two clocks. Grant request: \$7,094.96.

Consideration was deferred pending review of other applications.

Renville County

Project: Refinish and repair desk (judge's chambers); refinish courtroom tables. Grant request: \$1,968.75.

Staff noted that the calculations in the application appear to be in error as the project estimates actually total \$2,125, which would result in a grant request of \$1,593.75.

It was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award, based on the corrected cost estimate, is \$1,593.75.

McKenzie County

Project: Substantial renovation of court-related areas - courtroom; judge, jury, and courtroom support areas; courtroom and clerk lobby areas; clerk of court area. Grant request: \$653,392.78.

Committee members reviewed information discussed during the county presentation regarding the application. Commissioner Suckut noted the discussion at the January 28, 2011, meeting with the Chief Deputy Attorney General and the conclusion that the grant fund is not intended to provide funds for major remodeling or construction projects. He said the courthouse does not appear to be deteriorating and there are many older courthouses in the state that likely need improvement and maintenance. Charles DeMakis observed that there is an issue of necessity with respect to the remodel project in light of the substantial growth in McKenzie and Williams counties due to the oil industry. He said the current courthouse appears to be clearly inadequate to handle the increased court work that has followed from the rapid increase in population.

In light of the substantial request, consideration of the application was deferred.

Committee members then turned to a review of 7,500 and over counties that did not receive grants in the previous round: Barnes, McLean, Morton, Mountrail, Richland, Traill, and Walsh.

Barnes County

Project: Remodel and convert clerk's storage room to create a jury room (removing and building wall, cooling unit, counters, sink, appliances [microwave, coffee pot, fridge], window coverings). Grant request: \$18,375.80.

Committee members agreed that if the grant request is to be considered, funds for purchase of a refrigerator, microwave, and window blinds should not be considered because of fund limitations. There was agreement that the remodel and air conditioning components could be considered. Staff said the modifications would result in an adjusted project cost of \$23,248.06, and an adjusted grant request of \$17,436.05.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that the project be modified to reflect the noted deductions, and that the project, as modified, is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$17,436.05.

McLean County

Project: Purchase an M-scope metal detector. Grant request: \$3,000.

Staff noted that the 25% county contribution reflected in the application appears to be in error. When corrected, the grant request would be \$3,212.99.

Committee members discussed the widely varying cost of metal detectors in the different applications. There was agreement that a standard award of \$2,600 for an metal detector be applied.

It was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$2,600, which constitutes the standard award amount for metal detectors for the Round.

Morton County

Project: Replace four rooftop cooling/heating/ventilation units serving courtrooms; replace chairs in Courtrooms 301 and 305. Grant request: \$94,176.,85.

High cost estimates regarding counsel and juror chairs and the leather judge's chair were noted.

It was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried

unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$88,037.80, with the award based on a unit cost for counsel and juror chairs of \$250 and \$1,000 for the leather judge's chair.

Mountrail County

Project: Carpeting (courtroom, judge's chambers); heat pump (judge's chambers); secure entrance (judge's chambers); clerk and reporter/recorder work stations; bullet-proof wall and secure entrance (clerk's office). Grant request: \$29,886.60.

It was moved by Charles DeMakis, seconded by Commissioner Suckut, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$29,886.60.

Richland County

Committee members reviewed the grant application and information presented at the meeting. Commissioner Suckut recalled the discussion regarding new construction and the lack of a close connection to court space.

It was moved by Commissioner Suckut, seconded by Charles DeMakis, and carried unanimously that the project involves construction of a new, non-court-related structure; that there appear to be no items within the addition directly related to court services; and that the project, therefore, does not satisfy grant criteria and grant funds should not be awarded.

Trails County

Project: Jury room improvements (install carpeting and new air conditioning unit. Grant request: \$5,736.30

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$5,736.30.

Walsh County

Project: Install Kevlar (areas for judge, recorder, clerk, and witnesses and in additional courtroom); hand-held metal detectors (2). Grant request: \$8,042.90.

It was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried

unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$8,042.90.

Staff noted that the Committee had awarded \$39,005.55 to small counties that had not received a grant in the previous round and \$151,739.65 to large counties that had not received a grant in the previous round, for a total of \$190,745.20 thus far. Remaining in the fund: \$901,651.32.

Committee members then returned to further consideration of the Benson and McIntosh applications.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that the Benson County project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$3,510.44.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that the McIntosh County project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$7,094.96.

Committee members next reviewed applications from Burleigh, Cass, Stutsman, and Williams counties.

Burleigh County

Project: Security alarm and card entry modifications; wallpaper, carpeting (two judges' chambers and court reporter area and related hallway); wood window blinds for all judges' chambers and court reporter areas); replace counsel chairs in three courtrooms. Grant request: \$40,442.

Committee members noted that Burleigh County has received several previous grant awards, including the previous round. Staff said the key card access project is to provide timely access to the courthouse by court personnel instead of requiring them to wait for law enforcement to let them into the building. There was agreement that the secured access feature should be considered, but that in light of limited funds the other projects should be deferred.

It was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried unanimously that project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$9,862.50, with the award based on the following: security switches and rerouting the *Invonics* transmitter, and a card entry

system (electric strike, proximity reader, door switch, and PIR) to enable court staff to access to offices after hours.

Cass County

Project: Remodel judge, witness, and jury areas in Courtroom 305. Grant request: \$45,090.

It was moved by Charles DeMakis, seconded by Commissioner Suckut, and carried unanimously that, in light of limited available funds, a grant not be awarded.

Stutsman I

Project: Heat pumps (4) to replace remainder of pumps in district court offices. Grant request: \$20,523.

Staff noted that an 8th Round grant was related to a heat pump for a judge's office and a heat pump for a courtroom and a 9th Round grant was for heat pumps in district court offices.

Stutsman II

Project: Installation of keycard security door for district court breakroom. Grant request: \$931.50.

Staff noted that an 8th Round grant was for keycard doors related to clerk and district court offices and a 9th Round grant was for installation of keycard access for additional court area doors.

Stutsman III

Project: Remodel district court areas to improve security; combine two smaller offices into one larger law clerk office. Grant request: \$9,301.90.

Stutsman IV

Project: Replace carpet on stairs leading to 2nd floor district court offices. Grant request: \$1,749.82.

Stutsman V

Project: Replace fluorescent lights with LED fixtures on 2nd floor - district court offices and courtrooms. Grant request: \$10,857.75.

Sally Holewa noted that Stutsman County has received numerous grant awards in previous rounds. She said she is inclined to defer awards on Applications II, IV, and V and focus on the heat

pumps and security-related requests.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously projects in Applications I and III are dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$20,523 for Application I and \$9,301.90 for Application III.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that in light of limited funds grants not be awarded for Applications II, IV, and V.

Williams County

Project: Production of photo/art prints to hang in courtroom hallway. Grant request: \$989.25

It was moved by Charles DeMakis, seconded by Commissioner Suckut, and carried unanimously that grant funds not be awarded for the project.

Ramsey County

Project: Coffee bar for jury room. Grant request: \$2,235.75.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that grant funds not be awarded for the project.

Stark County

Project: Sliding windows (clerk's office); window shades for nine windows (clerk's office). Grant request: \$2,640.75.

It was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$2,640.75.

Dickey County

Project: Chairs (2 - clerk's office), clerk desk in courtroom, chairs (16 - courtroom), metal detector, message boards, portable DVD player, 19"-24" TV/DVD. Grant request: \$11,494.59.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected

facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$10,744.59, with award based, in part, on \$2,600 for the metal detector.

Divide County I

Project: ITV system. Grant request: \$18,381.75.

Staff noted that the project estimate does not include the monitor/television as part of the system. The monitor/television is included in Divide II application for audio/visual evidence presentation system. ITV system will not function without monitor/television. It was noted that the email exchange accompanying the application indicates the county's willingness to accept responsibility for all related costs beyond purchase of the system.

It was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$18,381.75.

Divide County II

Project: Audio/visual evidence presentation system; cabinets, desks, tables for clerk's office. Grant request: \$10,459.42.

As with Application I, it was noted that the county would accept responsibility for all system costs beyond the initial purchase of the system.

It was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$10,459.42.

Dunn County

Project: ITV system. Grant request: \$18,792.

Committee members noted the past practice of requiring court administrator approval for installation of an ITV system in a county.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$18,792, with the award and

installation of the system contingent on court administrator approval.

Eddy County

Project: Replace light fixtures in the clerk's office and courtroom. Grant request: \$3,716.97.

Staff noted that the grant request amount was corrected as the initial figure was in error.

It was moved by Rep. Kretschmar, seconded by Commissioner Suckut, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$3,716.97.

Emmons County

Project: ITV system. Grant request: \$22,372.50.

It was moved by Rep. Kretschmar, seconded by Commissioner Suckut, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$22,372.50, with the award and installation of the system contingent on court administrator approval.

Foster County

Project: Cabinet, light switches, coat rack for jury room. Grant request: \$1,500.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$1,500.

Logan County

Project: Replace conference table and courtroom benches; conference chairs (law library); folding tables (jury deliberation room); counters, workstation, desk, public computer stand, printer (clerk's office); fans (clerk's office and vault); carpeting (stairs to courtroom, courtroom hallway). Grant request: \$20,207.89

The project was modified to remove carpeting for stairs leading to the courtroom.

It was moved by Rep. Kretschmar, seconded by Commissioner Suckut, and carried unanimously that the project, modified to remove the carpeting, is dedicated to facilities

improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$14,003.98.

McHenry County

Project: Painting (courtroom, judge's chambers, clerk's office, vault); wall patching and recondition trim (courtroom). Grant request: \$5,490.

It was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$5,490.

Nelson County

Project: Replace folding chairs in the courtroom with benches. Grant request: \$15,015.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$15,015.

Pembina County

Project: Desk and workstation for deputy clerk/recorder. Grant request: \$2,737.50.

It was moved by Rep. Kretschmar, seconded by Commissioner Suckut, and carried unanimously that the project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$2,737.50.

Ransom County

Project: Replace front counter for handicap accessibility; security camera system for courtroom, hallway, and sheriff's office. Grant request: \$10,101.58

Staff noted that eleven cameras are requested, but discussion with the county auditor indicated that five of the eleven cameras would be located in the sheriff's office. Additionally, only one DVR, of two requested, is considered necessary. He said the Committee has not awarded funds for ADA-related projects.

In response to a question from Committee members, staff said if the grant request were

limited to six camera related to court areas, one DVR, and the related system set-up and equipment, the request would be \$5,051.27, with a possible award of \$3,788.45.

It was moved by Commissioner Suckut, seconded by Charles DeMakis, and carried unanimously that the project request be modified as described, that the modified project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$3,788.45.

Sargent County

Project: Install keyless entry to sheriff's office (entry point for defendants appearing in court). Grant request: \$4,286.25.

Staff noted that grant funds have not been awarded in the past for projects related to sheriffs' offices.

It was moved by Commissioner Suckut, seconded by Charles DeMakis, and carried unanimously that the project appears to be not directly related to court space and that grant funds not be awarded.

Sheridan County

Project: Air conditioning system for courtroom, judge's chambers, and jury room; office chairs(4); courtroom restoration project. Grant request: \$131,249.55.

Sally Holewa observed that the restoration project may be worthwhile, but limited grant funds may preclude an award for the project. Committee members agreed,

It was moved by Commissioner Suckut, seconded by Charles DeMakis, and carried unanimously that the project request be modified to remove the restoration component, that the modified project is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$75,524.97.

Steele County

Project: Refrigerator (jury break room); bookshelf; postal/shipping scale for clerk's office; elevator control panel. Grant request: \$49,129.57

Staff said grant funds have not been previously awarded for elevator-related projects. Without the elevator project, he said, the project cost would be \$506.09, with a possible grant award of \$379.57.

It was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried unanimously that the project be modified to remove the elevator component; that the project, as modified, is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$379.57.

Towner County

Project: Shingling courthouse roof - 1/3 of cost to reflect roof portion over courtroom; refinish chairs (4); commercial door mats - courtroom area entrances (3). Grant request: \$23,579.02.

Staff said the Committee has previously declined to award funds for courthouse roof repair, concluding that the repair is a general courthouse project for which counties have a general statutory responsibility. He said if the roof component were removed from the request, the revised project cost would be \$6,235.28, with a possible award of \$4,676.46.

It was moved by Commissioner Suckut, seconded by Rep. Kretschmar, and carried unanimously that the project be modified to remove the roof repair component, that the project, as modified, is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$4,676.46.

Wells County

Project: Seven projects reflected in cover letter: sand and refinish floors (clerk's office, judge's chambers, courtroom, courtroom hallway); replace chairs; floor mats; storage hut for clerk's desk; high efficiency light fixtures (clerk's office, judge's chambers, courtroom and hallway, jury room); thermostat heat controls (clerk's office, judge's chambers, courtroom, jury room); hot water boiler for courthouse. Grant request: \$153,527.36.

Commissioner Suckut said that in light of limited grant funds, it is likely that the Committee cannot grant funds for the amount requested. Additionally, he said the boiler component would affect approximately 30% of courthouse space directly associated with court-related services and the grant request should be modified to reflect that relationship.

Following review of the application, Committee identified the following projects for consideration: sand and refinish floors in the clerk's office, judge's chambers, courtroom hallway (\$6,589.65); replace chairs for judge, court reporter, and clerk (\$703.48); floor mats for clerk and deputy clerk chairs (\$419.98); storage hutch in clerk's office (\$989.25); high efficiency light fixtures in clerk's office, judge's chambers, courtroom, courtroom hallway, jury room (\$6,150); thermostat heat controls for clerk's office, judge's chambers, courtroom, jury room (\$17,025); electric hot water boiler (\$36,495) [cost adjusted to reflect approximately 30% of courthouse space directly associated with court-related services].

Staff said the adjustments would result in a modified project cost of \$91,163.15, with a possible grant amount of \$68,372.36.

It was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried that the project be modified as described; that the project, as modified, is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$68, 372.36. (Commissioner Suckut abstains).

Committee members then returned to a consideration of the Griggs County and McKenzie County applications.

Griggs County (cont'd)

Committee members reviewed the revised estimates related to interior furnishings supplied by the clerk of court and county sheriff.

It was moved by Rep. Kretschmar, seconded by Charles DeMakis, and carried unanimously that, for purposes of an award, the project be modified to relate only to interior furnishings for the new court-related area; that the project, as modified, is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$149,310.94.

McKenzie County (cont'd)

Committee members reviewed cost estimate related to the "4000" sections in the Spreadsheet Report and the "FF&E (fixtures, furnishings, & equipment) Budget" in the Report.

Staff said the total of the 4000 sections, which related to building finishes, would be \$378,169.70 and the total of the FF&E budget items would be \$177,500. Together the total would be \$555,669.70. He said if a grant were limited to these items, the possible grant award would be \$416,752.28.

Charles DeMakis suggested that if funds are awarded for FF&E items, the award should be contingent on submission within a time certain of vendor estimates.

Staff reviewed grant funds awarded without consideration of the McKenzie County application. He said there is approximately \$424,000 remaining in the fund.

Following further discussion, **it was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried unanimously that, for purposes of an award, the project be modified to relate only to the 4000 Sections and FF&E Budget reflected in the Spreadsheet Report; that**

the project, as modified, is dedicated to facilities improvement/maintenance; the affected facilities are used for chambers, courts, or court-related services; the project is a necessary improvement to the facility; and the amount of the award is \$416,752.28 [\$283,627.28 for 4000 Section components and \$133,125 for FF&E Budget components], with the award related to FF&E budget items limited to the lesser of \$133,125 or the total of vendor estimates, which must be submitted within 60 days of grant award notification.

Other Matters

Chair Holewa drew to Committee members' attention counties that were awarded grant funds but have not submitted requests for reimbursement. She said LaMoure County was awarded grant funds in the 7th Round (2011) and has not requested reimbursement.

It was moved by Charles DeMakis, seconded by Rep. Kretschmar, and carried unanimously that LaMoure County be notified to submit a reimbursement request within 30 days or the award will be withdrawn.

Chair Holewa said the following counties were awarded grant funds in 8th Round (2012) but have not submitted reimbursement requests: Burke, Hettinger, McIntosh, Traill, and Williams.

It was moved by Rep. Kretschmar, seconded by Commissioner Suckut, and carried unanimously that the respective counties be notified to submit reimbursement requests by December 31 or the awards will be withdrawn.

Committee members agreed the 11th Round should be held in the fall of 2014, with grant applications reviewed in January 2015.

There being no further business, the meeting was adjourned at 2:55 p.m.